

# Charity Trustees

## Good Governance

- Entrepreneurial and strategic leadership in pursuit of the organisation's objectives
- Prudent and effective control including the assessment and management of risk

## General Duties

- to act in the interest of the organisation
- to act for the proper purposes of the organisation
- to act with care, diligence, and skill
- to avoid personal conflicts of interest

## Respect

If Trustees are to be motivated and advocate for the organisation, there is a duty to:

- Make them feel respected
- Keep them informed
- Correctly address and list them in communications

## Trustees Need To

- Know as many of the charity's team as possible
- Show a real interest in the organisation
- Be supportive
- Not seek to instigate unnecessary activities
- Be discreet

## Specific Duties and Responsibilities

### Legal and Financial Duties

To ensure that the Company operates in accordance with Company Law. This includes the filing of statutory returns at Companies House and the keeping of the Company Registers.

To ensure the prudent financial management of the Company.

To exercise financial control; to scrutinise financial statements; to discuss and decide on annual budgets and to review and, if required, approve revised budgets. To decide on and, if needed, assist with grant applications.

To approve the financial regulations.

To ensure the Company keeps proper accounts and that audited accounts are produced annually and submitted to Companies House and funding bodies.

To ensure the payment of taxes due to the Inland Revenue and HM Customs & Excise.

To appoint bankers and cheque signatories and to make clear decisions about staff spending powers.

To ensure that the Company's assets are safeguarded and are well managed and maintained.

To ensure that the Company is properly insured.

(NB: Directors should note that if the Company is not run within the limits of its financial resources, it is possible that they could be held personally liable for the Company's debts and disqualified from being a company director, if they are not seen to have acted prudently. It is therefore essential that Directors are kept informed of the Company's financial position so that they can monitor the Company's ongoing financial situation.)

## **Employment and Personnel Duties**

Directors should note that the Board of Directors is the employer of the staff.

To appoint the Executive Director/CEO.

To define the Company's employment policies, including equal opportunities, recruitment, pay, grievance & disciplinary, appraisal, sickness, expenses, holidays and training.

Child/vulnerable adults protection policy/procedure must also be in place.

To approve the staffing structure and to take part in recruitment panels if required.

To agree the job descriptions, person specifications and terms of employment of board appointments and the outline terms and conditions for other staff and to review levels of pay annually.

The Chair of the Board, or an appointed deputy, should act as the Executive Director/CEO line manager in terms of support and appraisal and grievance and disciplinary procedures.

## **Policy and Planning**

The Board defines Company policies, sets policy priorities, and determines strategies for the implementation of the policies. In particular, the Board should discuss and decide on the Company's business plan. All Directors should be familiar with and have a good understanding of all Company policy documents.

The Board should monitor all aspects of service delivery and policy implementation on a regular basis.

The Board should regularly review all areas of policy and policy implementation documents and make appropriate revisions. (This includes a review of this document.)

## **Advocacy**

To promote the charity, its activities and needs to the private, public and voluntary sectors so as to enhance the company's profile and assist with business development for the company.

To act as a listening post to provide any information which may be of assistance to the Company.

To always act as an enthusiastic ambassador for the company at all times.

## **Attendance and Availability**

At Board meetings or any "emergency" meetings and at all General meetings, which will normally coincide with Board meetings.

At Sub-committee or working party meetings if a member.

To provide advice and support to the senior staff, either by telephone or in person, if required.